Air Force Materiel Command

HQ AFMC/PKX CCO Training

Security Classification: UNCLASSIFIED

Integrity ✪ Service ✪ Excellence

Overview

- **Today's CCO Training**
- **The Future of CCO Training**
- **CCO Lesson Plan**
- **Action Items**

CCO Training - Today

- Training dictated by AFFARS MPCC-401(a)(i)
  - Includes 13 topics
- Training Plan/Lessons developed locally
  - CCO Handbook guides lessons
- Lessons generally lecture based
  - Lectures based on CCO experiences
- Training conducted monthly or bi-monthly
- Training statistics not measured

CCO Training – The Future Plan

- Standardized training syllabus/lesson plans
  - Syllabus built/managed by AFMC/PK
- Requires 52 hours of training
- Scenario vs. lecture-based approach
- One-stop CCO training database on AF Contracting Central
- HQ AFMC to collect training statistics from units
  - Emphasizes importance of program
- Each training area correlates with MPCC/CFETP requirements

CCO Training – Lesson Plan

- Unit tasked a specific AOR
- Deliverables required from most lessons
- All lessons identify MPCC/CFETP requirements
- Lessons to be developed from existing documents (if possible)
- Superintendent/Training Manager reviews/grades deliverables
- Monthly training stats sent to HQ's
  - Available, Assigned, # Trained, Lessons covered

CCO Training – Lesson Plan

Phase I – Contingency Planning

Training Session	Title	Format	Presenter	MPCC 401	CFETP
PHASE I - CONTINGENCY PLANNING					
1	Handbook Introduction/Test/Local Emergencies	Lecture	Superintendent	A, J	
2	CCO Roles in Contingency/Incident Response/Tasking Process	Lecture	Superintendent	L	2.2.1, 9.2.9
3	Personal Readiness	Lecture	Superintendent/ UDM	L	
4	Ethics & Integrity	Lecture	Superintendent	K	3.2
5	Country Research/Report	Lecture/Scenario	CCO	D	
6	Country Research/Report	Lecture/Scenario	CCO	D, I	29.4/29.7/29.10
7	Kit Preparation/Inventory	Lecture/Scenario	UDM	L	5
8	Kit Preparation/Format Preparation	Lecture/Scenario	UDM	L	29.8/29.9/29.12
9	Authorities (Declared Contingency/Legal Thresholds/Clause Matrix)	Lecture/Scenario	CCO	B, E	3.3/29.2
10	Funding (Types, 616s, Cite Breakdown, CERP)	Lecture/Scenario	CCO	C	10.1/10.2

CCO Training – Lesson Plan

Phase II – Initial Deployment/Build-Up

Training Session	Title	Format	Presenter	MPCC 401	CFETP
PHASE II - MOBILIZATION/INITIAL DEPLOYMENT/BUILD-UP					
11	CCO Requirements	Lecture/Scenario	CCO	D	
12	PR Process Preparation	Lecture/Scenario	CCO	E	
13	Commander's In-Brief Preparation	Lecture/Scenario	CCO		
14	Commander's In-Brief Delivery	Scenario	CCO	D	29.7
15	Identifying Priority Requirements	Lecture	CCO	D	
16	Establish Delivery/Acceptance Procedures	Lecture/Scenario	CCO	D	
17	Executing Priority Requirements (SF 44s)	Lecture/Scenario	CCO	E	11.3/11.9/29.8.3/29.9
18	Execute/Definitive Letter Contract	Lecture/Scenario	CCO		
19	Executing Priority Requirements (BPAs)/Placing Calls/Lease Vs Purchase	Lecture/Scenario	CCO	E	17.10/17.10.1/17.10.2/29.9
20	Executing Priority Requirements (Purchase Orders)/Sole Source Requirements/J&A	Lecture/Scenario	CCO	E	11.3/11.8/17.6.4/17.6.6/17.8/29.9
21	Executing Priority Requirements (GPC)	Lecture/Scenario	CCO	E	9.2.6/17.1
22	Complete Purchase Instrument Scenarios	Scenario	CCO	E	
23	Complete Purchase Instrument Scenarios	Scenario	CCO	E	29.5
24	Contract Administration (Payments/PIIN Log/Funds Tracker/Receiving Reports)	Scenario	CCO	G	10.4/29.9
25	NAF/Concessionaire Procedures	Lecture/Scenario	CCO	E	10.2
26	Automated Systems	Lecture/Scenario	CCO	E	11.1
27	Prepare for Sustainment	Lecture	CCO		

CCO Training – Lesson Plan

Phase III – Sustainment

Training Session	Title	Format	Presenter	MPCC 401	CFETP
PHASE III - SUSTAINMENT					
28	Identify Long-Term Contract Opportunities	Lecture	CCO	D	11.1
29	Close Short-Term Purchase Instruments	Scenario	CCO	G	
30	Unauthorized Commitments	Lecture/Scenario	CCO	E	
31	Establish Long-Term Service Requirement (IDIQ/FFP/Requirements)	Lecture/Scenario	CCO	D	
32	PWS/PBSA Review/Customer Education	Lecture/Scenario	CCO	D	
33	Prepare RFP	Lecture/Scenario	CCO		
34	Prepare RFP - cont'd	Scenario	CCO		
35	Prepare RFP - cont'd	Scenario	CCO	F	18.1
36	Publicizing Contract Actions/Competition Rqmts	Lecture/Scenario	CCO	F	17.6.2
37	Committee/Peer/Legal Review	Scenario	CCO	B	
38	Evaluation of Offers/Source Selection Procedures	Lecture/Scenario	CCO	F	
39	Evaluation of Offers/Source Selection Procedures	Lecture/Scenario	CCO	F	18.2.1/18.2.1.1/18.2.4/18.3
40	Contract Award	Scenario	CCO	F	18.5/18.5.1/18.5.2
41	Debriefing Offerors	Scenario	CCO	F	18.6
42	Protests, Claims, Appeals	Scenario	CCO	H	27.1/27.2/27.3.1/27.3.2/27.3.3
43	Establish Construction Requirement ($550+)	Scenario	CCO		
44	Establish Construction Requirement ($550+) cont'd	Scenario	CCO	F	18.1/19.6
45	Administer Contract Actions	Lecture/Scenario	CCO	G	17.11
46	Modifications	Scenario	CCO	G	17.11.2
47	COR Training	Lecture/Scenario	CCO	G	19.5.2.2
48	Managing Non-Performance	Lecture/Scenario	CCO	G	

CCO Training – Lesson Plan

Phase IV – Redeployment

Training Session	Title	Format	Presenter	MPCC 401	CFETP
PHASE IV - REDEPLOYMENT					
49	Identify Short-Term/Long-Term Contract Close-Out Actions -- Build Plan	Lecture/Scenario	CCO	D	
50	Negotiate Settlement/Terminate Contracts	Lecture/Scenario	CCO	G	
51	Final Payment Process/Administration/Balance Books	Lecture/Scenario	CCO	G	29.9
52	After-Action Report Requirements	Lecture/Scenario	CCO	G	29.1

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